Chapter 2 - Adoption Case - ADC

Adoption Case Screen

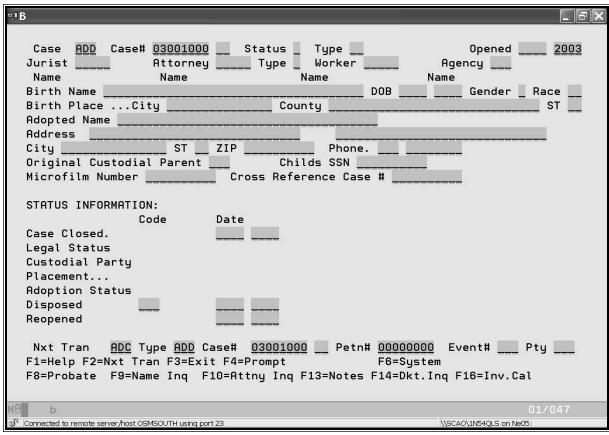
The case screen is used to add information about the adoptee. Users must have security to be able to update case information.

Accessing the Case Screen:



From the Next Tran Line, enter ADC in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number and suffix number.

Press <Enter> and the system will display the case screen.



Following are the field descriptions for the Case Screen.

~Case~

This area displays the screen that you are in along with the transaction type you are performing.

~Case #~

This area displays the case number . Listed next to the case number will be the suffix number. Suffix numbers are used when there are multiple children in one case.

~Status~

Enter the status of the case. O = Open and C = Closed.

~Type~

Enter the type of the case. Press <F4> for a list of valid case types.

~Opened~

Enter the date the case was filed with the court.

~Jurist~

Enter the jurist that is handling this case. Press <F4> for a list of valid jurists. Once a jurist has been entered into this field, the name will display below the field.

~Attorney~

Enter the attorney that represents the adoptee. Press <F4> for a list of valid attorneys. Once an attorney has been entered into this field, the name of the attorney will display below the field.

~Type~

Enter if this attorney is A = Appointed or R = Retained.

~Worker~

Enter the worker assigned to this case. Press <F4> for a list of valid workers.

~Agency~

Enter the agency that is handling this case. Press <F4> for a list of valid agencies. An entry in this field will create a party on the party screen.

~Birth Name~

Enter the birth name of the adoptee. The name must be entered using the name entry rules that are listed in Chapter One.

~DOB~

Enter the adoptees date of birth.

~Gender~

Enter the adoptees gender if known. If this is not known at the time of case entry, this field should be updated once the gender is established.

~Race~

Enter the race of the adoptee. If this is not know at the time of case entry, this field should be updated once the race is established. Press <F4> for a list of valid race types.

~Birth Place . . . City County~

Enter the adoptees birth city and birth county.

~Adopted Name~

Enter the adoptees name as it will be after the Order of Adoption is issued. The name must be entered using the name entry rules that are listed in Chapter One.

~Address Lines~

Enter the address of the adoptee. This field should not be changed if the child is placed in foster care or a facility.

~City, State, Zip, Phone~

Enter the city, state, zip and telephone number of the adoptee.

~Original Custodial Parent~

Enter the original custodial parent. Press <F4> for a list of valid parties.

~Childs SSN ~

Enter the adoptees social security number.

~Microfilm Number~

Enter the microfilm number for this case.

~Cross Reference Case Number~

Enter a case number that should be cross referenced with this case.

Status Information:

~Case Closed~

Enter the date the case closed.

~Legal Status~

The system will display the latest legal status for this child.

~Custodial Party~

The system will display the party that has custody of the adoptee.

~Placement~

The system will display the latest placement that was entered on the event screen.

~Adoption Status~

The system will display the status of the adoption.

~Disposed~

Enter the disposition code and date that this case was disposed. Press <F4> for a list of dispo codes.

~Reopened~

Enter the date this case was reopened.

Adding or Modifying a Case

From the Next Tran Line, enter the following:

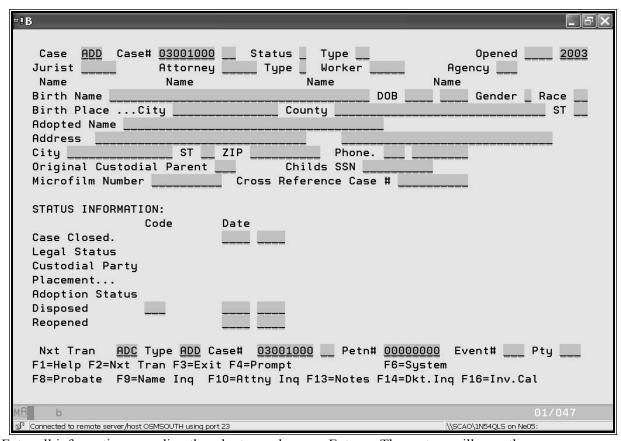
Adding:



Modifying:



When all information has been added, press <Enter> and the system will display the screen you requested.



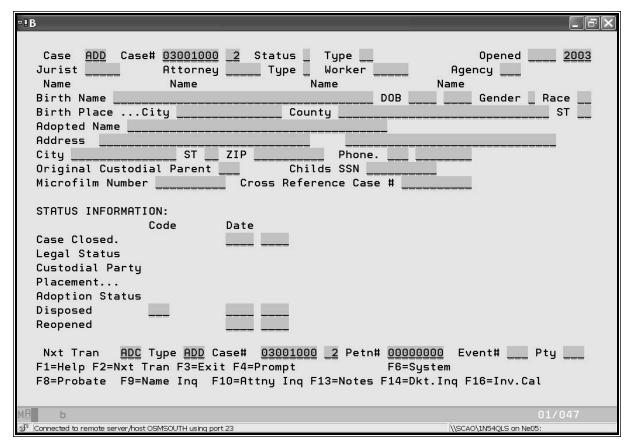
Enter all information regarding the adoptee and press <Enter>. The system will save the case.

Adding a Multiple Child Case

Follow the procedure for adding a case for the first child. Then enter the following information for all subsequent children, changing the suffix number for each child:



When all information has been added, press <Enter> and the system will display the screen you requested.



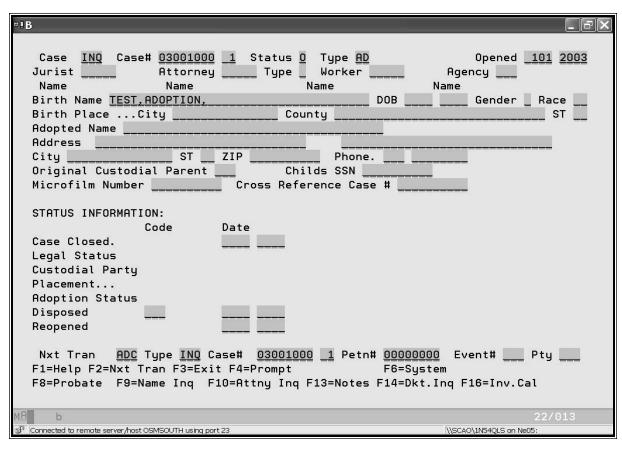
The system has returned the ADC/ADD screen for the second child. Enter all information regarding the adoptee and press <Enter>. The system will save the case.

Inquiring on a Case

From the Next Tran Line enter the following information:

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NXT TRAN <u>ADC</u> TYPE <u>INQ</u> CASE NBR <u>20035555</u> <u>PET 00000000</u> EVT ___ PTY ___
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When all information has been added, press <Enter> and the system will display the screen you request-



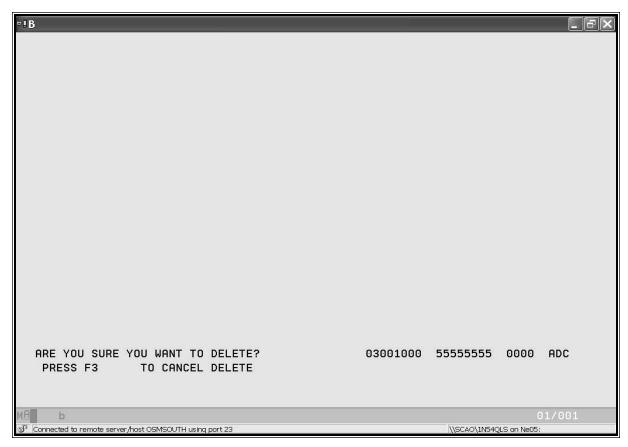
The system will return the case inquiry screen for you.

Deleting a Case

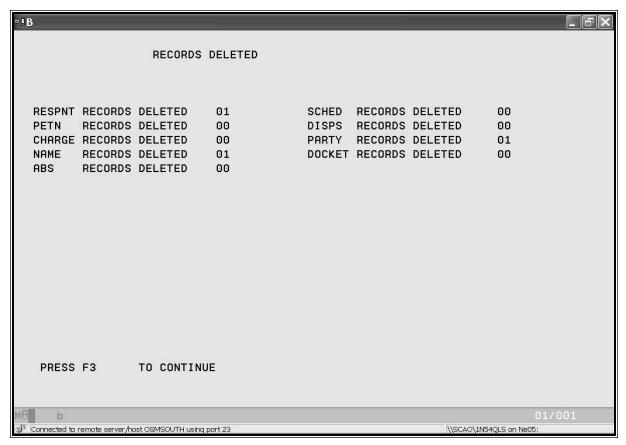
From the Next Tran Line enter the following information:



When all information has been added, press <Enter> and the system will display the screen you requested.



If you are certain that you want to delete this case, press <Enter> and the system will return the following screen.



The system will display the records that were deleted. Press <Enter> to exit this screen. The case is deleted.

NOTE: Be sure of your case number. Once the case is deleted all other adoption screens are deleted as well. Delete's can't be undone. If financial records exist, the ARU must be turned inactive before the case can be deleted.

Re-Opening a Case

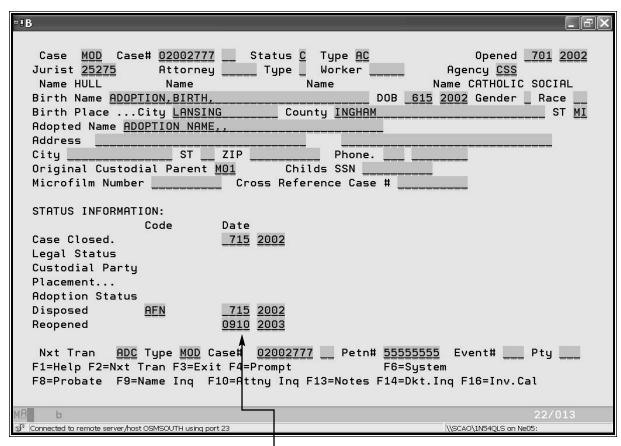
There are two ways to reopen a case.

- 1. Add a new petition to a closed case. Once the petition is added, the system will enter the date the petition was filed as the reopen date on the case screen.
- 2. Modify the case screen and enter the date the case reopened in the reopen field. Following is an example of this.

From the Next Tran Line, enter the following information.



When all information has been added, press <Enter> and the system will display the screen you requested.



Enter the date the case reopened in the "Case Reopen" field and press <Enter>. The system will change the status of the case to "O- Open".